

HR. Ravi

Form for closure of purchase order

PO no.:	91604	PO date:	06.09.22	Req. no.:	176057	Advice Scan ID	
Barcoded PO available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	Invoice original available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	<input type="checkbox"/> Copy available		POD available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N
Data required from site/engineers:							
MRN nos. related to PO							
<input type="checkbox"/> Part material received.	<input type="checkbox"/> Full material received.	<input checked="" type="checkbox"/> Material not received.					
<input type="checkbox"/> Close PO – Balance material will be re-ordered by new requisition.							
<input checked="" type="checkbox"/> Cancel PO. Material not required.				<input type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition			
<input type="checkbox"/> Keep PO open. Material required.				<input type="checkbox"/> Keep PO open. Work under progress.			
Remarks by engineer:							
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.							
Prepared by:	MANISH	Sign:	[Signature]	Date:	24/03/2023		
Data required from accounts:							
<input type="checkbox"/>	Checked with E&D for receipt of bills.						
<input checked="" type="checkbox"/>	Bills not received against this PO.	<input type="checkbox"/>	Part bill received against this PO.	<input type="checkbox"/> All bills received against this PO.			
<input type="checkbox"/>	Advance paid against this PO	Amount paid:	Date of payment:				
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.							
2.							
3.							
4.							
5.							
6.							
Remarks by Accountants:							
Prepared by:	harsh D	Sign:	[Signature]	Date:	25/3/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by:		Sign:		Date:			
Remarks by Ravi + details of bills to be approved:							
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.			
1.							
2.							
3.							
Remarks: Material not received so cancel this P.O							
Prepared by:	Ravi	Sign:	[Signature]	Date:	27.03.23		
Advice by MD - action to be taken.							
<input type="checkbox"/>	Get certified bill from supplier (not original).			<input type="checkbox"/> Prepare bill in SLLP for material supplied.			
<input type="checkbox"/>	Thereafter, prepare advice for credit to supplier and send to Soham for processing						
<input checked="" type="checkbox"/>	Close PO			<input type="checkbox"/> Keep PO open. Material awaited			
<input type="checkbox"/>	Accounts to be reconciled with supplier. Get supplier's ledger.						
Remarks:							
Approved by:	Soham	Sign:		Date:			

APPROVED BY
28 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Vasant Trading Company
12-15, Pan Bazar, Secunderabad.

GSTIN -
66330123

9885051915

Doc No	91604	170057
Doc Date	06-09-2022	
Quote No	nil	
Quote Date	03-08-2022	
SupplyType	Supply	

Kind Attn : Mr.Hari Mehta/Bhavish Mehta 9885104342

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 866300 - HARD-Hardware - MS-Bolt+Nut+Washer- - 16DX100LMM - Kgs	20.00	90.00	0.00	18.00	2,124.00
2 401700 - HARD-Hardware - MS-Bolt+Nut+Washer- - 16DX150LMM - Kgs	75.00	90.00	0.00	18.00	7,965.00
3 759700 - HARD-Hardware - MS-Bolt+Nut+Washer- - 20DX150LMM - Kgs	70.00	90.00	0.00	18.00	7,434.00
4 521500 - HARD-Hardware - MS-Bolt+Nut+Washer- - 20DX300LMM - Kgs	120.00	90.00	0.00	18.00	12,744.00
5 222600 - HARD-Hardware - MS-Bolt+Nut+Washer- - 34DX300LMM - Kgs	160.00	90.00	0.00	18.00	16,992.00
Total Order Value . . .					47,259.00

Rupees : Fourty Seven Thousand Two Hundred Fifty Nine Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Nil

Delivery Date Next day

Delivery Location SLLP-GVDC

Phone. .

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming quality and specifications. Above order for SLLP-GVDC Stock replenishing (MS Flange set) purpose.

Completion Date NA

Measurement Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For **Summit Sales LLP**
Authorised Signatory

Accepted the above Terms And Conditions

For **Vasant Trading Company**

Date : _/ _/ _

Name : _____

MEMO

DATE & FROM:	TO & REMARKS.
06/09/22	TO,
HIMSH	MD SIR
	The MS' bolt & Nut for MS flanges order placed from SSLCP Replenishing Stock the rates reported & placed order on Naband Engineering Trading Co.
	Please kindly approve -
NOTE-	The rates given in comparison are
	Per PC of Wehans taken on Kgs
	basis.
	6/9/22

Estimate/Draft PO

Page(s) 1 Of 1

06-09-2022 15:01:15



91604

01.09.22 10:54:25

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Vasant Trading Company
12-15, Pan Bazar, Secunderabad.

Doc No	91604	170057
Doc Date	06-09-2022	
Quote No	nil	
Quote Date	03-08-2022	
SupplyType	Supply	

GSTIN -

66330123

9885051915

Kind Attn : Mr.Hari Mehta/Bhavish Mehta 9885104342

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Total Order Value . . .					47,259.00

Rupees : Forty Seven Thousand Two Hundred Fifty Nine Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Nil

Delivery Date Next day

Delivery Location SSSLP-GVDC

Phone.

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming quality and specifications. Above order for SSSLP-GVDC Stock replenishing (MS Flange set) purpose.

Completion Date NA

Measurement Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For MDs APPROVAL
 High Value/quantity beyond limits.
 High/Ret. processed-post approval
 Approval for technical details/clarification.
 Approving SSSLP stock

APPROVED BY
- 1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vasant Trading Company**

Name : _____

Name : _____

Date : / /

Requisition Form

Company Name: Summit Sales LLP		Date:	03-08-2022			
Site & Phase: SLLP-GVDC		Time:	10:30			
Flat/Block no.						
Supplier:						
Material required before		Urgent	Req. No.	170057		
S No	Item	ID No.	Qty required	Qty available at site	Order Qty	Inward No Inward Date
1	HARD8663-Hardware-MS-Bolt+Nut+Washer--16DX100LMM-Kgs		20	✓	0	20
2	HARD4017-Hardware-MS-Bolt+Nut+Washer--16DX150LMM-Kgs		75	✓	0	75
3	HARD7597-Hardware-MS-Bolt+Nut+Washer--20DX150LMM-Kgs		70	✓	0	70
4	HARD5215-Hardware-MS-Bolt+Nut+Washer--20DX300LMM-Kgs		120	✓	0	120
5	HARD2226-Hardware-MS-Bolt+Nut+Washer--24DX300LMM-Kgs		160	✓	0	160
6						
7						
8						
9						
10						
Remarks: Above order for SLLP-GVDC Stock replenishing(MS Flange set) purpose.						
Engineer						
Prepared By: T.D. Murthy		Project Manager				
Approved By:		Purchase				MID
Sign & Date:						

Vanathi Trading Co

90 kg x 181

90 kg x 181

90 kg x 181

Mrs. Melu/1 Melu - 9848030075

Take kg rate calculate and make PO

03-08-2022

T.D. Murthy
TSR

APPROVED BY
03 AUG 2022
SOHAM MOJI
MANAGING DIRECTOR

Procurement/Purchase comparison sheet		Prepared by:	Murthy	Date:	14-07-2022	Net rate after discount + GST		Supplier 1		Supplier 2		Supplier 3		Last purchased rate	Last purchased amount
SI No.	SKU	Addition Specs	Qty	Supplier 1 rate - Dilpreet Hardware	Supplier 1 amount - Dilpreet Hardware	Supplier 2 rate - Vijay & Co.	Supplier 2 amount - Vijay & Co.	Supplier 3 rate	Supplier 3 amount	Last purchased rate	Last purchased amount				
1	MS bolt, nut & washer	Ø6.63 16mm dia x length 100mm	80	28.02	2,241.60	29.50	2,360.00	-	-	-	-	-	-	-	-
2	MS bolt, nut & washer	Ø6.17 16mm dia x length 150mm	80	36.13	2,890.40	38.94	3,115.20	-	-	-	-	-	-	-	-
3	MS bolt, nut & washer	Ø5.92 16mm dia x length 150mm	160	36.13	5,780.80	38.94	6,230.40	-	-	-	-	-	-	-	-
4	MS bolt, nut & washer	Ø5.92 20mm dia x length 150mm	160	54.19	8,670.40	51.92	8,307.20	-	-	-	-	-	-	-	-
5	MS bolt, nut & washer	Ø7.15 20mm dia x length 300mm	160	101.77	16,283.20	89.68	14,348.80	-	-	-	-	-	-	-	-
6	MS bolt, nut & washer	Ø7.26 24mm dia x length 300mm	120	188.80	22,656.00	169.92	20,390.40	-	-	-	-	-	-	-	-
7			-	-	-	-	-	-	-	-	-	-	-	-	-
8			-	-	-	-	-	-	-	-	-	-	-	-	-
9			-	-	-	-	-	-	-	-	-	-	-	-	-
10			-	-	-	-	-	-	-	-	-	-	-	-	-
11	Total:		-	-	58,522.40	-	54,752.00	-	-	-	-	-	-	-	-
Notes:															
1	Material required for site:				SSILP-GVDC										
2	Details of requisition no., required by, etc.:														
3	Transport charges			Extra		Extra									
4	Delivery period			Within 2days		Within 2days									
5	Advance			Nil		100% as advance									
6	Payment terms			After delivery		100% as advance									
7	Loading cost			Included		Included									
8	Unloading cost			In our scope		In our scope									
9	Warranty			-		-									
10	Other term 1			-		-									
11	Other term 2			-		-									
12	Other term 3			-		-									

T.D. Murthy
16/7/2022

[Signature]
16/7/2022

APPROVED BY
03 AUG 2022
SOHAM MOJJI
MANAGING DIRECTOR